

STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES  
**OFFICE OF LICENSING/ INSPECTION/VIOLATION REPORT**

<b>Center Name:</b> Little Friends	<b>Center ID#:</b> 11LIT0001	<b>County:</b> Mercer
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<b>Address:</b> 221 Edinburg Road	<b>City:</b> Hamilton	<b>Zip Code:</b> 08619	<b>Email:</b>
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<b>Phone:</b> (609) 890-9164	<b>Fax:</b> 6098901213	<b>Initial Inspection:</b> 2/27/2015	<b>License Status:</b> R 9/24/2017
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Due Date(s):*	3/27/2015	3/23/2015	4/6/2015	5/20/2015	6/27/2015	8/17/2015
Date(s) Reinspection:	3/9/2015	3/23/2015	4/20/2015	5/27/2015	7/17/2015	8/17/2015
Due Date(s):*	8/22/2015	9/24/2015	9/30/2015			
Date(s) Reinspection:	8/24/2015	9/4/2015	10/9/2015			
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**Center is in compliance with requirements as of:** 10/9/2015 *\*Reinspection occurs on or soon after due date*

3/9/2015 site visit for complaint #143; 3/16/2015 meeting with sponsors; Rec. fax- 5/20/15; phone call-9/4/2015, 10/9/2015

Renewal ☐ Initial ☐ Monitor ☒ Increase ☐ Age Change ☐ Relocation ☐ New Sponsor ☐ Space Evaluation ☒ Complaint # 143

Date Cited M/D/Year	Date Abated M/D/Year	Based on a inspection(s) conducted by the Office of Licensing (OOL) the above date(s), the center needs to take the following actions in order to come into compliance with the MANUAL OF REQUIREMENTS FOR CHILD CARE CENTERS (N.J.A.C. 10:122):
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**Supervision, Staff/Child Ratios & Space**

		<input type="checkbox"/> 1. Provide 2 staff to work with the children: when 6 or more children are present; on any field trip, outing, or special event away from the center regardless of transportation; or with more than 12 school-age children on walks.
2/27/2015	3/23/2015	<input checked="" type="checkbox"/> 2. Ensure that children are supervised by a staff member at all times, including at off-site locations.

Notes:

3/9/2015	3/23/2015	<input type="checkbox"/> 3. Develop and implement a method to keep track of all children, including at off-site locations.
2/27/2015	3/23/2015	<input checked="" type="checkbox"/> 4. Maintain required staff to meet ratios: when children are awake; sleeping; on premises during naptime.

Notes:

		<input type="checkbox"/> 5. Limit group size to 12 infants (under 18 months), 20 children for early childhood or 30 children for school-age
		<input type="checkbox"/> 6. Assign a primary caregiver for group of 4 infants and 6 toddlers.
		<input type="checkbox"/> 7. Post the center's license in a prominent location in each building.
		<input type="checkbox"/> 8. Operate within the center's licensed capacity and within each room's capacity.

Notes:

		<input type="checkbox"/> 9. Identify and maintain space requirements for all rooms approved by the OOL for children's use; make unapproved space inaccessible to children.
		<input type="checkbox"/> 10. Ensure the children's health, safety and well-being.

Notes:

**Activities & Discipline**

		<input type="checkbox"/> 11. Provide a sufficient variety of age-appropriate activities.
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*Note: If number is checked, see attachment page(s) for clarification.*

		<input type="checkbox"/> 12. Provide age-appropriate time frames for each activity.
		<input type="checkbox"/> 13. Provide enough supplies, furniture and equipment for the required activities.
		<input type="checkbox"/> 14. Provide daily structured and unstructured indoor and outdoor energetic physical activity that promotes coordination and movement skills: 30 minutes for children in care less than 4 hours; 60 minutes for children in care more than 4 hours. Avoid inactivity for more than 30 minutes unless eating or sleeping.
2/27/2015	5/20/2015	<input type="checkbox"/> 15. Develop policies/plans for use of TV/computer/video by children: under 2 years; over 2 years; with special needs; in care less than 4 hours; in care more than 4 hours.
		<input type="checkbox"/> 16. Ensure use of TV/computer/video is educational/instructional and age/developmentally appropriate, and not used as a substitute for planned activities or for passive viewing.
		<input type="checkbox"/> 17. Significantly limit the use of TV/computer/video for children under the age of 2.
		<input type="checkbox"/> 18. Use positive methods of guidance and discipline consistent with children's age and developmental needs; prohibit corporal and/or emotional punishment.

Notes:

		<input type="checkbox"/> 19. Ensure staff do not withhold active play times as a means of discipline unless a child's actions or behavior present a danger to themselves or others.
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**Nutrition & Rest**

		<input type="checkbox"/> 20. Provide nutritious food and beverages that comply with the manual/CACFP standards including a variety of fruits and vegetables and a high portion of whole grains; limit foods high in solid fats, added sugar, trans fats, and sodium. (Refer to CACFP standards at ( <a href="http://www.fus.usda.gov/cnd/care/childcare.htm">www.fus.usda.gov/cnd/care/childcare.htm</a> ))
		<input type="checkbox"/> 21. Provide cribs that meet CPSC standards and maintain documentation on file.
		<input type="checkbox"/> 22. Provide infants/toddlers with opportunities to leave their sleeping equipment to crawl, walk and play.
		<input type="checkbox"/> 23. Ensure children 12 months and younger are initially placed in a face-up sleeping position unless indicated in writing by child's health care provider.

**Administration & Parent Involvement**

		<input type="checkbox"/> 24. Designate someone in the center to carry out the director's responsibilities when the director is absent.
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**Program Records**

		<input type="checkbox"/> 25. Complete and maintain at the center the staff records checklist.
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Notes:

2/27/2015	4/20/2015	<input type="checkbox"/> 26. Ensure that Child Abuse Record Information (CARI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff.
2/27/2015	3/16/2015	<input type="checkbox"/> 27. Ensure that Criminal History Record Information (CHRI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff.
8/24/2015	10/9/2015	<input type="checkbox"/> 28. Hire and submit the required documentation for the following: director; head teacher; group teacher; program supervisor.

Notes: Hire and submit credentials for new director

2/27/2015	5/20/2015	<input type="checkbox"/> 29. Maintain record of annual staff training on use of fire alarms and emergency evacuation procedures including evacuation and lock down.
2/27/2015	7/17/2015	<input type="checkbox"/> 30. Ensure that all full-time staff complete 10 hours annual training with 2 hours in each of the following core areas: child growth and development; positive guidance and discipline; health and safety.
2/27/2015	7/17/2015	<input type="checkbox"/> 31. Ensure that the director, head teacher, group teacher and program supervisor complete 20 hours of annual training in 1 or more of the following: professional development approved by Professional Impact New Jersey or the National Child Care Association, or equivalent staff development in three or more of nine specific management areas including physical activity, special needs programming, & ADA guidelines.
		<input type="checkbox"/> 32. Ensure that 2 staff members who have current certified basic knowledge of first aid principles and CPR are at the center at all times when enrolled children are present.
		<input type="checkbox"/> 33. Review, at least annually, a list from the Consumer Product Safety Commission (CPSC) regarding unsafe products and provide staff and parents with CPSC website <a href="http://www.cpsc.gov/cpscpub/prereel/prereel.html">www.cpsc.gov/cpscpub/prereel/prereel.html</a>

**Sanitation & Diapering**

2/27/2015	7/17/2015	<input checked="" type="checkbox"/> 34. Wash and disinfect: toilet training chairs and potty seats after each use; diapering surfaces after each use; toys mouthed by infants and toddlers after each use; mats after each use unless stored separately; sleeping equipment weekly; sheets and blankets weekly; tables before each meal.
2/27/2015	5/27/2015	<input checked="" type="checkbox"/> 35. Ensure that children wash their hands with soap and running water: before intake of food; after using the toilet; after having a diaper change; and as needed.
2/27/2015	7/17/2015	<input checked="" type="checkbox"/> 36. Ensure that staff wash their hands with soap and running water: before preparing or serving food; after assisting a child in toileting; after changing diapers; after contact with body fluids or secretions; and as needed.

**Note:** If number is checked, see attachment page(s) for clarification.

**Health & Fire Safety**

		<input type="checkbox"/> 37. Obtain and maintain on file a current health certificate.
2/27/2015	7/17/2015	<input type="checkbox"/> 38. Obtain and maintain on file a current fire certificate.
2/27/2015	4/20/2015	<input type="checkbox"/> 39. Conduct and document monthly fire drills during each session provided at the center and evacuate all children within 3 minutes.
		<input type="checkbox"/> 40. Ensure the center's fire protective systems are operative at all times.
		<input type="checkbox"/> 41. Develop and post prominently on every floor of the center an emergency plan including evacuation, disaster and lockdown procedures.
		<input type="checkbox"/> 42. Ensure that all exits and egress areas are unobstructed, and exit doors are easily operable.

Notes:

		<input type="checkbox"/> 43. Ensure that illuminated exit signs and emergency lighting are operable at all times.
		<input type="checkbox"/> 44. Ensure that fire extinguishers are serviced and tagged annually, and recharged if necessary.
		<input type="checkbox"/> 45. Remove excess storage and/or combustibles from the furnace room.

**Bathroom & Kitchen Facilities**

2/27/2015	2/27/2015	<input checked="" type="checkbox"/> 46. Ensure all toxic substances and medications are inaccessible to children.
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Notes:

**Building Maintenance**

2/27/2015	7/17/2015	<input checked="" type="checkbox"/> 47. Keep all surfaces clean and in good repair.
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Notes:

		<input type="checkbox"/> 48. Provide 1 of the 4 monitoring options listed in the manual.
2/27/2015	3/23/2015	<input checked="" type="checkbox"/> 49. Repair and/or paint surfaces in specified areas:

Notes:

2/27/2015	4/20/2015	<input checked="" type="checkbox"/> 50. Ensure that indoor and outdoor equipment is sturdy, safe and free of hazards.
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Notes:

**Outdoor Play Area, Equipment and Maintenance**

5/27/2015	8/17/2015	<input checked="" type="checkbox"/> 51. Provide and maintain play equipment to meet public playground design standards (ASTM F-1487) as specified by the Consumer Product Safety Commission (CPSC). (Not for profits by 10/18/14)
		<input type="checkbox"/> 52. Provide and maintain resilient surfacing (ASTM F-1292) and use zones under all play equipment that subjects children to a fall as specified by the CPSC.
		<input type="checkbox"/> 53. Take necessary action to remove outdoor hazards.

Notes: Unable to inspect playground due to snow covered. Completed

**ALERT:** Effective 8/6/14, stackable cribs are prohibited.

☐ See attached Transportation Inspection/Violation page.

Inspector(s) Name(s)

Rebecca Ayres  
Terry A. Brookshaw

#	Date Cited	Date Abated	Inspection/Violation Report Attachment	
2	2/27/2015	3/23/2015	Ensure that children are supervised by a staff member at all times wherein staff were taking children to the bathroom and changing diapers at the same time and left the children with no activity and unsupervised in room 6.	Delete
4	2/27/2015	3/23/2015	Maintain required staff to meet ratios when children are awake wherein staff were leaving the classroom to take children to the bathroom and leaving the class out of ratio in rooms 3 and 6.	Delete
34	2/27/2015	7/17/2015	Wash and disinfect diapering surfaces after each use in room 6.	Delete
34	2/27/2015	7/17/2015	Wash and disinfect tables before each meal throughout center.	Delete
35	2/27/2015	5/27/2015	Ensure that children wash their hands with soap and running water after having a diaper change in room 6.	Delete
36	2/27/2015	7/17/2015	Ensure that staff wash their hands with soap and running water before preparing or serving food in room 6.	Delete
36	2/27/2015	5/27/2015	Ensure that staff wash their hands with soap and running water after changing a diaper in room 6.	Delete
46	2/27/2015	2/27/2015	Ensure diaper cream is out of reach of the children in room 5.	Delete
47	2/27/2015	3/23/2015	Repair/replace loose toy shelf in room 6.	Delete
47	2/27/2015	7/17/2015	Dust vents throughout the center.	Delete
47	2/27/2015	3/23/2015	Repair/replace stained toilet seat in the front building upstairs bathroom.	Delete
47	2/27/2015	3/16/2015	Clean/replace couch cover in room 5.	Delete
47	2/27/2015	3/23/2015	Repair/replace red couches in room 2.	Delete
47	2/27/2015	3/16/2015	Repair/replace rusting radiator cover in girls and boys bathroom.	Delete
47	2/27/2015	3/23/2015	Repair/replace flickering light in girls bathroom.	Delete
47	2/27/2015	3/16/2015	Repair/replace cove base molding in boys bathroom.	Delete
47	2/27/2015	5/27/2015	Repair/replace rusty plumbing in boys bathroom.	Delete
47	2/27/2015	4/20/2015	Clean under the 3rd toilet in the boys bathroom.	Delete
49	2/27/2015	3/23/2015	Repair and/or paint the wall to the left in room 1.	Delete
49	2/27/2015	3/16/2015	Repair/replace/paint stool in girls bathroom.	Delete
50	2/27/2015	4/20/2015	Secure computer monitor in room 1.	Delete
500	2/27/2015	3/23/2015	Provide lids for garbage receptacles.	Delete
501	2/27/2015	3/16/2015	Designate a hand washing sink and food sink in room 6.	Delete
502	2/27/2015	5/27/2015	Provide care for no more than 5 children below 2 1/2 years of age.	Delete
4	3/9/2015	3/23/2015	Based on complaint 143; Maintain required staff to meet ratios wherein 14 children 2 1/2-3 and 5 children 17 months to 24 months were present with 2 staff and 3 were required.	Delete
30	3/9/2015	5/27/2015	Based on complaint 143; Provide outside training on transitions for room 6.	Delete
503	3/9/2015	3/23/2015	Based on complaint 143; Establish and maintain a staff substitute system.	Delete
504	3/10/2015	3/23/2015	Provide a doctor note for child with genital warts stating child is allowed in school.	Delete
505	4/20/2015	7/17/2015	Provide a sheet, blanket, bedding for children at rest time.	Delete
506	4/20/2015	5/27/2015	Take action to free center of infestation of insects- spiders in egress in building 2 and provide documentation.	Delete
507	4/20/2015	5/27/2015	Maintain building structure to prevent leaks and infestation-	Delete
47	4/20/2015	5/27/2015	Ensure wall in stairwell in building 2 is in good repair.	Delete
51	5/27/2015	8/17/2015	Maintain the wheel on the large play structure. - very loose	Delete
3	8/17/2015	8/24/2015	Maintain ratios in camp room- 20 campers with 1 staff while other staff went to lunch.	Delete

*Note: If number is checked, see attachment page(s) for clarification.*